

10/16/2007

10 a.m.

CITY OF SAN JOSE SRTF

TECHNOLOGY SUBCOMMITTEE

MEETING ACTION NOTES

City Hall Wing – Room W-242

Present: Dan Pulcrano (Chair), Karl Hoffower (Subcommittee Member), Barbara Conly (Staff), Dottie Disher (Staff), Lisa Herrick (Staff), Steve Turner (Staff). Absent: Ed Rast (Subcommittee Member)

Agenda Item #	Description of Action Taken/Action Item	Owner's Name (if applicable)	Target Date (if applicable)
A. 1.	Old business: Dottie Disher presented the 9/4/2007 and 10/2/2007 Meeting Action Notes for approval. M/S Pulcrano/Hoffower to approve (unanimous).		
A. 2.	Old business: Steve Turner gave a presentation on the Draft 10/15/07 Bid and Proposal System Overview		
A. 3.	Old business: Steve Turner reported on Police Records technology/tracking of field reporting. M/S Pulcrano/Hoffower to recommend to the Sunshine Reform Task Force that the Police Department be enabled to pursue purchase or development of an automated records management system with redaction capabilities consistent with the SRTF Public Records Subcommittee recommendations and the CPRA. (unanimous).		
A. 4.	Old business: Barbara Conly clarified that the function of the Granicus software voting feature was to record the Council vote into the Minutes. Discussion surrounded how various other cities present voting records of their Council Members online (through member-specific voting records, presentation of official minutes and/or synopsis, etc.).		
B. 1.	New business: Karl Hoffower reported on his comparison of how other municipal Police Department websites stack up to San Jose's PD site. M/S Rast/Hoffower to recommend to the Sunshine Reform Task Force that the Police Department be commended on the introduction of its' new system and that the SRTF recommend that PD continue development of labeling items such as call dispositions, providing as comprehensive materials as possible, and pursuing publication of summary information online (unanimous).		
B. 2.	New business: Lisa Herrick reviewed the City's present email use and retention policy, and advised of the CPRA stance on outside email addresses (that City business conducted on private email addresses are public record). Discussion surrounded the potential need to recommend legislation surrounding retention of email archives of named City officials (and how to determine the named officials) and will continue to the next meeting. Barbara Conly will provide additional data on the Form 700 list process as per determining City officials. M/S Pulcrano/Rast to continue the topic of City email use/retention to the meeting of November 13, 2007 (unanimous).		
C.	Next meetings: October 30 and November 13		
D.	Public Comment: none received.		
E.	Documents submitted at the Meeting: a.Barbara Conly brought a printout from the Granicus website describing software functionality (dated: 10/16/07) b.Steve Turner provided a copy of the City of San Jose Bid and Proposal System Overview (draft: 10/15/07) c.Steve Turner provided a copy of the On-line Police Information Overview (draft: 10/15/07)		